

Training Topic Group Teleconference Call Meeting Minutes August 19, 1998

PARTICIPANTS:

Jim Cruickshank, EM-76	Ella McNeil, EM-76
Martha Madden, DOE-RW	Randy Small, DOE-HAMMER
Tammy Ottmer, Colorado PHE	Tom Smith, Ohio EMA
Bill Lent, IAEM	Jim Price, FDH-HAMMER

Introduction - The meeting began with a roll call of members.

History – A short discussion on the history of the program was planned. This item was deferred until additional members were able to participate.

Development Process - Oregon Department of Health was given lead to develop core materials for each identified module. Oregon identified a small group of subject matter experts to complete a review of the first draft of each module. Modules 1-8 was reviewed by TEPP Working Group members (DOE Regional TEPP Coordinators) and then piloted by Montgomery County Fire and Rescue. At the conclusion of the pilot a final draft was provided to TEC/WG members for review and comment. After the TEC/WG comments have been incorporated the material will be finalized and put into a hardcopy, self-study format. The material will then be assessed for other delivery methods and the existing training materials will be integrated into the identified modes. Modules 9-17 will be distributed for TEC and TEC Topic Group review after the material is piloted by Montgomery County.

Topic Group Organization – A short discussion on subcommittee membership was held. It was determined that the existing group should be enhanced by inviting Gordon Veerman, IAFC, Michael Hagan, LAPD, and J.D. Murray, Aiken County EM to participate. This will broaden the membership to include the Fire Chiefs, local law enforcement, and a county representative.

HAMMER and a local/state or tribal TEC Topic Group member will co-chair the Topic Group meetings. Tammy Ottmer, Colorado has been identified as the first Co-chair.

Charter – A charter will be drafted and distributed by September 2, 1998 for review and comment. The charter will address the subcommittee purpose, roles and responsibilities, short and long term goals.

Issues – A list of proposed issues was presented for consideration by the subcommittee. The list included:

- Role of the Medical Issues Subcommittee in training issues
- Standardized Training Compliance Review
- NFPA Standardization of training requirements for radiological material transportation emergency response.
- Training Course Integration

It was agreed that these issues would be a good starting point for the subcommittee to begin work. No other issues were identified.

Priority of Issues – No more than two issues will be worked during each monthly conference call and the issues will be handled in the order they are currently listed.

Action Items – The following action items were identified:

- Contact the proposed new members and solicit their participation on the subcommittee.

Action: Jim Price

- Write a letter to UETC directing funds to be provided for participation by the new members.

Action: Ella McNeil

- Contact Ron Goans, Medical Subcommittee Chairperson to discuss how the Medical Issues Subcommittee and the Training Subcommittee can coordinate command objectives and interests.

Action: Jim Price

- Comments on modules 1-8 are due by August 28, 1998,

Action: All members

Summary- Meeting high points were summarized and membership reminded that the next meeting would be held September 16, 1998 at 12:00 (noon – Pacific Daylight Time). Please call in on conference call telephone number and inform the operator that you want to be connected to the Training Subcommittee conference call. The conference call was concluded at approximately 1:00 p.m. (Pacific Daylight Time)